

Saha Institute of Nuclear Physics
TA/DA Form for Visitors

Name	Sri/Smt/Dr.					
Departure location, time, date		Arrival time and date at Kolkata		Departure time and date from Kolkata		
Main mode of journey (air/train)				Cost		
Distance travelled by road (attach bills)	From and to		Date		Cost	
	From and to		Date		Cost	
	From and to		Date		Cost	
	From and to		Date		Cost	
Enclosed bills (Please ✓)	Air ticket	Onward	Retrun	Boarding pass	Onward	Return
	Train ticket	Onward	Return	Taxi/Bus	Onward	Return
	Accommodation		SINP guesthouse		Own arrangements	
Specify any other bills and attach						
Full official address						
Whether under DAE?						
Visitor's designation		Basic pay + Grade pay				
Bank name		Branch name				
Account number		IFSC code				
Signature with date						

N.B: All fiels are mandtory to fill for the processing the claim. All necessary bills/documents must be counter signed by the visitor. Department/Section must cross check all documents and will attach the approval copy of the visit.

For Office use

Air/Train/Bus: _____ Rs _____

Road mileage/Taxi: _____ Rs _____

DA, if any: _____ Rs _____

Honorarium: _____ Rs _____

Received the sum of rupees _____ only

Signature with date

Prepared by

AO

DCA

Registrar

Director